

WD 05-2168 (Rev.-7) was first posted on www.wdol.gov on 06/03/2008

REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210
		Wage Determination No.: 2005-2168
Shirley F. Ebbesen		Revision No.: 7
Director		Date Of Revision: 05/29/2008
Division of Wage Determinations		

State: Illinois

Area: Illinois Counties of Cook, De Kalb, Du Page, Kane, Lake, Lee, McHenry

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	15.42
01012 - Accounting Clerk II	17.71
01013 - Accounting Clerk III	19.19
01020 - Administrative Assistant	25.46
01040 - Court Reporter	18.87
01051 - Data Entry Operator I	13.59
01052 - Data Entry Operator II	15.69
01060 - Dispatcher, Motor Vehicle	20.57
01070 - Document Preparation Clerk	13.05
01090 - Duplicating Machine Operator	13.05
01111 - General Clerk I	12.53
01112 - General Clerk II	13.60
01113 - General Clerk III	16.34
01120 - Housing Referral Assistant	21.38
01141 - Messenger Courier	10.45
01191 - Order Clerk I	13.23
01192 - Order Clerk II	14.53
01261 - Personnel Assistant (Employment) I	16.85
01262 - Personnel Assistant (Employment) II	18.86
01263 - Personnel Assistant (Employment) III	21.01
01270 - Production Control Clerk	20.56
01280 - Receptionist	13.05
01290 - Rental Clerk	16.79
01300 - Scheduler, Maintenance	18.36
01311 - Secretary I	18.36
01312 - Secretary II	19.41
01313 - Secretary III	21.38
01320 - Service Order Dispatcher	18.87
01410 - Supply Technician	25.46
01420 - Survey Worker	17.89
01531 - Travel Clerk I	12.62
01532 - Travel Clerk II	13.64
01533 - Travel Clerk III	14.76
01611 - Word Processor I	13.24
01612 - Word Processor II	16.52
01613 - Word Processor III	18.90
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	21.53
05010 - Automotive Electrician	21.96
05040 - Automotive Glass Installer	20.95
05070 - Automotive Worker	20.95
05110 - Mobile Equipment Servicer	18.95

05130 - Motor Equipment Metal Mechanic	25.26
05160 - Motor Equipment Metal Worker	20.95
05190 - Motor Vehicle Mechanic	25.26
05220 - Motor Vehicle Mechanic Helper	17.93
05250 - Motor Vehicle Upholstery Worker	19.96
05280 - Motor Vehicle Wrecker	20.95
05310 - Painter, Automotive	21.96
05340 - Radiator Repair Specialist	20.95
05370 - Tire Repairer	15.92
05400 - Transmission Repair Specialist	25.26
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.06
07041 - Cook I	12.99
07042 - Cook II	14.36
07070 - Dishwasher	10.18
07130 - Food Service Worker	10.18
07210 - Meat Cutter	13.06
07260 - Waiter/Waitress	9.96
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.10
09040 - Furniture Handler	13.83
09080 - Furniture Refinisher	19.10
09090 - Furniture Refinisher Helper	15.59
09110 - Furniture Repairer, Minor	17.36
09130 - Upholsterer	19.10
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.20
11060 - Elevator Operator	11.20
11090 - Gardener	16.06
11122 - Housekeeping Aide	11.44
11150 - Janitor	12.47
11210 - Laborer, Grounds Maintenance	12.86
11240 - Maid or Houseman	10.97
11260 - Pruner	11.64
11270 - Tractor Operator	15.06
11330 - Trail Maintenance Worker	12.86
11360 - Window Cleaner	13.64
12000 - Health Occupations	
12010 - Ambulance Driver	16.22
12011 - Breath Alcohol Technician	18.40
12012 - Certified Occupational Therapist Assistant	19.46
12015 - Certified Physical Therapist Assistant	21.66
12020 - Dental Assistant	14.51
12025 - Dental Hygienist	31.36
12030 - EKG Technician	24.49
12035 - Electroneurodiagnostic Technologist	24.49
12040 - Emergency Medical Technician	16.22
12071 - Licensed Practical Nurse I	16.40
12072 - Licensed Practical Nurse II	18.40
12073 - Licensed Practical Nurse III	20.59
12100 - Medical Assistant	14.39
12130 - Medical Laboratory Technician	18.10
12160 - Medical Record Clerk	16.98
12190 - Medical Record Technician	17.38
12195 - Medical Transcriptionist	16.22
12210 - Nuclear Medicine Technologist	31.86
12221 - Nursing Assistant I	10.49
12222 - Nursing Assistant II	11.80
12223 - Nursing Assistant III	12.52
12224 - Nursing Assistant IV	14.08
12235 - Optical Dispenser	15.39
12236 - Optical Technician	14.58
12250 - Pharmacy Technician	15.39
12280 - Phlebotomist	14.08
12305 - Radiologic Technologist	28.44
12311 - Registered Nurse I	27.02

12312 - Registered Nurse II	30.22
12313 - Registered Nurse II, Specialist	30.22
12314 - Registered Nurse III	37.59
12315 - Registered Nurse III, Anesthetist	37.59
12316 - Registered Nurse IV	45.03
12317 - Scheduler (Drug and Alcohol Testing)	21.39
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.93
13012 - Exhibits Specialist II	24.69
13013 - Exhibits Specialist III	30.20
13041 - Illustrator I	20.32
13042 - Illustrator II	26.09
13043 - Illustrator III	30.80
13047 - Librarian	28.99
13050 - Library Aide/Clerk	13.72
13054 - Library Information Technology Systems Administrator	23.93
13058 - Library Technician	15.80
13061 - Media Specialist I	17.49
13062 - Media Specialist II	19.55
13063 - Media Specialist III	21.81
13071 - Photographer I	17.74
13072 - Photographer II	20.05
13073 - Photographer III	24.68
13074 - Photographer IV	30.20
13075 - Photographer V	35.43
13110 - Video Teleconference Technician	14.78
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.52
14042 - Computer Operator II	17.91
14043 - Computer Operator III	19.92
14044 - Computer Operator IV	22.77
14045 - Computer Operator V	25.56
14071 - Computer Programmer I (1)	22.61
14072 - Computer Programmer II (1)	
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	16.52
14160 - Personal Computer Support Technician	24.29
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.94
15020 - Aircrew Training Devices Instructor (Rated)	34.56
15030 - Air Crew Training Devices Instructor (Pilot)	38.79
15050 - Computer Based Training Specialist / Instructor	29.94
15060 - Educational Technologist	28.92
15070 - Flight Instructor (Pilot)	38.79
15080 - Graphic Artist	23.15
15090 - Technical Instructor	27.45
15095 - Technical Instructor/Course Developer	26.69
15110 - Test Proctor	17.84
15120 - Tutor	17.62
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.85
16030 - Counter Attendant	8.85
16040 - Dry Cleaner	11.44
16070 - Finisher, Flatwork, Machine	8.85
16090 - Presser, Hand	8.85
16110 - Presser, Machine, Drycleaning	8.85
16130 - Presser, Machine, Shirts	8.85
16160 - Presser, Machine, Wearing Apparel, Laundry	8.85
16190 - Sewing Machine Operator	12.26
16220 - Tailor	13.13
16250 - Washer, Machine	9.73
19000 - Machine Tool Operation And Repair Occupations	

19010 - Machine-Tool Operator (Tool Room)	21.27
19040 - Tool And Die Maker	27.21
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.74
21030 - Material Coordinator	20.48
21040 - Material Expediter	20.48
21050 - Material Handling Laborer	17.26
21071 - Order Filler	12.68
21080 - Production Line Worker (Food Processing)	15.74
21110 - Shipping Packer	15.87
21130 - Shipping/Receiving Clerk	15.87
21140 - Store Worker I	13.06
21150 - Stock Clerk	17.12
21210 - Tools And Parts Attendant	16.25
21410 - Warehouse Specialist	16.10
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.96
23021 - Aircraft Mechanic I	28.38
23022 - Aircraft Mechanic II	29.96
23023 - Aircraft Mechanic III	31.40
23040 - Aircraft Mechanic Helper	20.38
23050 - Aircraft, Painter	24.99
23060 - Aircraft Servicer	23.85
23080 - Aircraft Worker	25.02
23110 - Appliance Mechanic	20.45
23120 - Bicycle Repairer	15.92
23125 - Cable Splicer	24.89
23130 - Carpenter, Maintenance	31.06
23140 - Carpet Layer	26.36
23160 - Electrician, Maintenance	32.37
23181 - Electronics Technician Maintenance I	24.16
23182 - Electronics Technician Maintenance II	25.24
23183 - Electronics Technician Maintenance III	26.85
23260 - Fabric Worker	19.10
23290 - Fire Alarm System Mechanic	27.57
23310 - Fire Extinguisher Repairer	19.20
23311 - Fuel Distribution System Mechanic	24.30
23312 - Fuel Distribution System Operator	21.58
23370 - General Maintenance Worker	20.93
23380 - Ground Support Equipment Mechanic	28.38
23381 - Ground Support Equipment Servicer	23.85
23382 - Ground Support Equipment Worker	25.20
23391 - Gunsmith I	19.20
23392 - Gunsmith II	21.66
23393 - Gunsmith III	24.09
23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.82
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
24.77	
23430 - Heavy Equipment Mechanic	24.65
23440 - Heavy Equipment Operator	32.56
23460 - Instrument Mechanic	23.23
23465 - Laboratory/Shelter Mechanic	22.86
23470 - Laborer	13.12
23510 - Locksmith	19.10
23530 - Machinery Maintenance Mechanic	23.40
23550 - Machinist, Maintenance	26.15
23580 - Maintenance Trades Helper	15.37
23591 - Metrology Technician I	23.23
23592 - Metrology Technician II	24.36
23593 - Metrology Technician III	26.33
23640 - Millwright	29.44
23710 - Office Appliance Repairer	22.07
23760 - Painter, Maintenance	23.55
23790 - Pipefitter, Maintenance	26.19
23810 - Plumber, Maintenance	24.32
23820 - Pneudraulic Systems Mechanic	24.09

23850 - Rigger	24.02
23870 - Scale Mechanic	21.66
23890 - Sheet-Metal Worker, Maintenance	27.63
23910 - Small Engine Mechanic	18.22
23931 - Telecommunications Mechanic I	26.63
23932 - Telecommunications Mechanic II	27.96
23950 - Telephone Lineman	27.68
23960 - Welder, Combination, Maintenance	19.97
23965 - Well Driller	23.49
23970 - Woodcraft Worker	24.09
23980 - Woodworker	16.38
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.83
24580 - Child Care Center Clerk	14.23
24610 - Chore Aide	8.94
24620 - Family Readiness And Support Services Coordinator	14.63
24630 - Homemaker	15.98
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	30.42
25040 - Sewage Plant Operator	24.63
25070 - Stationary Engineer	30.42
25190 - Ventilation Equipment Tender	20.93
25210 - Water Treatment Plant Operator	24.63
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.38
27007 - Baggage Inspector	11.00
27008 - Corrections Officer	28.69
27010 - Court Security Officer	28.69
27030 - Detection Dog Handler	16.66
27040 - Detention Officer	28.69
27070 - Firefighter	27.04
27101 - Guard I	11.00
27102 - Guard II	16.66
27131 - Police Officer I	30.33
27132 - Police Officer II	33.11
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.07
28042 - Carnival Equipment Repairer	13.99
28043 - Carnival Equipment Worker	9.42
28210 - Gate Attendant/Gate Tender	13.85
28310 - Lifeguard	11.91
28350 - Park Attendant (Aide)	15.50
28510 - Recreation Aide/Health Facility Attendant	8.94
28515 - Recreation Specialist	14.44
28630 - Sports Official	12.34
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	24.62
29020 - Hatch Tender	24.62
29030 - Line Handler	23.30
29041 - Stevedore I	23.21
29042 - Stevedore II	25.89
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	36.95
30011 - Air Traffic Control Specialist, Station (HFO) (2)	25.48
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	28.06
30021 - Archeological Technician I	17.02
30022 - Archeological Technician II	18.97
30023 - Archeological Technician III	25.81
30030 - Cartographic Technician	26.98
30040 - Civil Engineering Technician	23.94
30061 - Drafter/CAD Operator I	16.94
30062 - Drafter/CAD Operator II	18.97
30063 - Drafter/CAD Operator III	21.22
30064 - Drafter/CAD Operator IV	28.96
30081 - Engineering Technician I	15.79

30082 - Engineering Technician II	18.03
30083 - Engineering Technician III	21.75
30084 - Engineering Technician IV	26.95
30085 - Engineering Technician V	33.19
30086 - Engineering Technician VI	45.66
30090 - Environmental Technician	20.15
30210 - Laboratory Technician	21.22
30240 - Mathematical Technician	25.18
30361 - Paralegal/Legal Assistant I	19.23
30362 - Paralegal/Legal Assistant II	23.82
30363 - Paralegal/Legal Assistant III	29.15
30364 - Paralegal/Legal Assistant IV	35.29
30390 - Photo-Optics Technician	26.33
30461 - Technical Writer I	24.33
30462 - Technical Writer II	29.68
30463 - Technical Writer III	35.76
30491 - Unexploded Ordnance (UXO) Technician I	23.48
30492 - Unexploded Ordnance (UXO) Technician II	28.41
30493 - Unexploded Ordnance (UXO) Technician III	34.06
30494 - Unexploded (UXO) Safety Escort	23.48
30495 - Unexploded (UXO) Sweep Personnel	23.48
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	21.22
30621 - Weather Observer, Senior (2)	23.48
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	16.05
31030 - Bus Driver	21.32
31043 - Driver Courier	19.14
31260 - Parking and Lot Attendant	12.59
31290 - Shuttle Bus Driver	21.43
31310 - Taxi Driver	15.18
31361 - Truckdriver, Light	21.43
31362 - Truckdriver, Medium	22.78
31363 - Truckdriver, Heavy	24.15
31364 - Truckdriver, Tractor-Trailer	24.15
99000 - Miscellaneous Occupations	
99030 - Cashier	9.94
99050 - Desk Clerk	11.26
99095 - Embalmer	24.65
99251 - Laboratory Animal Caretaker I	14.03
99252 - Laboratory Animal Caretaker II	15.43
99310 - Mortician	32.24
99410 - Pest Controller	17.55
99510 - Photofinishing Worker	15.92
99710 - Recycling Laborer	20.54
99711 - Recycling Specialist	24.10
99730 - Refuse Collector	18.84
99810 - Sales Clerk	11.41
99820 - School Crossing Guard	12.13
99830 - Survey Party Chief	23.29
99831 - Surveying Aide	14.62
99832 - Surveying Technician	20.05
99840 - Vending Machine Attendant	14.63
99841 - Vending Machine Repairer	16.79
99842 - Vending Machine Repairer Helper	14.63

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.24 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordinance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance

operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.